

# Babylon Union Free School District



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The safety of our schools is always our main priority. Each summer, we update the District and individual building *Emergency Response Plans*. The Babylon UFSD has developed comprehensive procedures to implement in the event of any crisis inside or outside of our school buildings.

Essentially there are three actions that we might take in the event of an emergency:

**Evacuate** - Most of us are familiar with the fire drill, which is the most common exercise in evacuating a building. Should there be an emergency inside of a school building that requires everyone to vacate the premises, a fire alarm bell rings and all students and staff exit the building according to previously established egress routes. Hence, the fire drill is practice for an evacuation due to such real events as an actual fire, gas leak, chemical spill or bomb scare.

**Shelter-in** - If there is an emergency outside of the school, all external doors and windows into the building will be locked and secured. No one will be allowed into the building during the shelter-in period, except for First Responders (*Police, Fire Dept., EMTs*) and the Shelter-in will not be lifted until deemed safe to do so by the police. Reasons that we might have to shelter-in our students would be police pursuit of a suspect in our area, a suspicious person reported in the vicinity or a wild animal on the loose.

**Lock-down** - When there is an emergency inside of a building that poses an immediate and substantial threat, 911 will be called immediately. This would include an intruder in the building or an unauthorized visitor with unknown intent. All staff will lock the doors to classrooms, offices, gymnasium and cafeterias. With lights turned off, students will be moved out of sight to the back corner of the classroom, or into supply closets, bathrooms or storage areas. Once secured, everyone will await further instructions from First Responders.

This September, all students will begin practicing what to do in all three types of emergencies. We want all children, from kindergarten to 12<sup>th</sup> grade, to know that what they are practicing will give them the knowledge and confidence to react quickly and calmly in any crisis. Our faculty and staff members are also well-equipped to lead and direct their students in case of an emergency. We all take these drills very seriously.

In the case of a real emergency, parents will be informed in an expedited manner via *School Messenger*. It is important for parents to remember that at such a time, it is not a good idea to come down to the school, for their own safety as well as that of First Responders. Your children will be safe in school and you will be given updated information in a timely way. If you desire to pick them up from school, we will inform you as to when, where and how, as soon as the Shelter-in or Lock-down has been lifted by the police.

Please make sure that we have your most up-to-date phone numbers (*home, work and cell*) and e-mail addresses on file so that you will always receive important information in the event of an emergency. It is critical that we be proactive rather than reactive in these circumstances, as a safe learning environment promotes the ultimate gateway to academic and social success of all students.

Very truly yours,

*Mrs. Linda J. Rozzi*

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